

**UNITED STATES DEPARTMENT OF AGRICULTURE**

Farm Service Agency  
 100 USDA, Suite 102  
 Stillwater, OK 74074-2653

**For:** County Offices

**February Reports and Reminders**

**Approved by:** State Executive Director


**1 Report Policy****A Provide Report**

Except for electronically transmitted reports, counties are to mail reports by date listed on the calendar. Routine reports listed **are not to be transmitted** by FAX. Exception may be granted by the section requiring the report.

A REPORT (positive or negative) from each county IS REQUIRED UNLESS the CALENDAR INDICATES that a NEGATIVE REPORT IS NOT REQUIRED.

Pinkslips will be sent to each county in which a report has not been received by the date, unless a negative report was not required.

**2 Action****A Submit Reports**

Prepare and submit reports to the State Office by the dates shown on the following reports calendar.

<b>Disposal</b>	<b>Distribution</b>
April 1, 2004	County Offices



**Administrative  
Reports**

The following reports are to be submitted to the State Office  
Administrative Section by the dates listed below:

<b>Date</b>	<b>Report</b>
	None

**Compliance/  
Peanut Reports**

The following reports are to be submitted to the State Office  
Compliance Section by the dates listed below:

<b>Date</b>	<b>Report</b>
February 2, 9, 17, 23	CLU Certification Status. County Offices should send this report weekly by e-mail to Bill.James@ok.usda.gov.
February 5	Crop Compliance Data Report, 2-CP (Rev. 15), Pars. 525-532. Counties are required to transmit every month unless a FINAL report has already been transmitted.
February 10	FSA-493, HELC & WC Violation Report – 6-CP (Rev. 1), Par. 801 and Exhibit 1. This report should cover activity from January 1 through January 31, 2004. Negative reports are NOT REQUIRED.
February 10	FSA-569 Activity Report – 6-CP (Rev. 2), Par. 604 and Exhibit 1. This report should cover activity from January 1 through January 31, 2004. Negative reports are NOT REQUIRED.
February 15	FSA ADP Security Plan (PPS-2P) Form FSA-774 6-IRM Par. 27 Exhibit 6

**Conservation  
Reports**

The following reports are to be submitted to the State Office  
Conservation Section by the dates listed below:

<b>Date</b>	<b>Report</b>
Feb. 2	Verify that the system automatically, during start-of-day, prints and queues the ACP-305 Monthly Progress Report and Conservation 305 Monthly Progress Report and that during EOD, it transmits the data to the State Office.
Feb. 2	GRP counties are to submit the AD-1153 and CCC-920 Summary Expense Reports to the State Office (Notice GRP-3).
Feb. 17	FSA-249, "Changes in Food, Feed & Seed Facility Listings Data," Par. 125, 1-DP (Rev. 4). Negative reports are required.
Feb. 17	FSA-250, "Changes in Fertilizer Facility Listings Data, Par. 142, 1-DP (Rev. 4). Negative reports are required.

**Farm Loan  
Programs  
Reports**

The following reports are to be submitted to the State Office Farm Loan  
Program Section by the dates listed below:

<b>Date</b>	<b>Report</b>
February 25	Borrower Training Report OK Notice FLP-406

**Outreach Reports** The following reports are to be submitted to the State Office Outreach Coordinator by the dates listed below:

Date	Report
Every Friday	Record of Outreach Activities 1-INFO (Rev.2), OK Exhibit 2 Negative reports are <b>NOT REQUIRED</b> .

**Price Support Reports** The following reports are to be submitted to the State Office Price Support Section by the dates listed below:

Date	Report
Feb. 6	Commodity Loan Spot Check Report for January. Negative reports are required.

**Production Adjustment Reports** The following are reports to be submitted to the State Office, Production Adjustment Section by the dates listed below:

Date	Report
Feb. 5	Late Voucher Report NAP-1R (2-NAP, Paragraph 321). LA Interest Payment Report NAP-2R (2-NAP, Paragraph 322). Note: State Office will assume reports are negative unless county provides a report.
Feb. 27	Application closing date for: Potatoes – insurable counties Spinach – spring (planting period 2)

**Administrative  
Reminders**

The following are reminders of actions to be performed in the County Office by Administrative personnel during the month of February:

Reminder
None

**Compliance/  
Peanut  
Reminders**

The following are reminders of actions to be performed in the County Office by Compliance personnel during the month of February:

Reminder
None

**Conservation  
Reminders**

The following are reminders of actions to be performed in the County Office by Conservation personnel during the month of February:

Reminder
Conservation cost information shall be placed on Exhibit 15, page 4, of 2-CRP (Rev. 4) and submitted to the State Office by the last working day of each month.
Set Monthly Average Grazing Losses according to OK Exhibit 10 of 8-DF (Rev. 1). Counties, which hold their COC meeting during the first 14 days of the month, shall set average grazing losses for the prior month. Counties, which have their COC meeting on or after the 15 <sup>th</sup> of the month, shall set average grazing losses for the current month.
Publicize continuous CRP signup provisions – 2-CRP, Part 5.
CCC-1200 Status Report to be run at the end of the month (2-CONSV, Par. 114 B)
AD-1153, Applications Received Report (GRP), to be run each week and a copy provided to NRCS.
When entering manual EQIP applications into the system, provide the Applications Received Report to NRCS weekly.

**Farm Loan  
Programs  
Reminders**

The following are reminders of actions to be performed in the County Office by Farm Loan Program personnel during the month of February:

Reminder
DDs are to e-mail State Default Status Reports and State Past Due Status Reports to the State Office by the monthly DD meeting.

**Price Support  
Reminders**

The following are reminders of actions to be performed in the County Office by Price Support personnel during the month of February :

Reminder
None

**Production  
Adjustment  
Reminders**

The following are reminders of actions to be performed in the County Office by Production Adjustment personnel during the month of February:

Reminder
Land Value Survey needs to be completed by January 31, 2004 (Notice AO-1291) or time as specified in a later notice once update access is authorized.
PFC Overpayment Register must be run every 60 days. 2-PF, paragraph 221.
DCP Overpayment Register must be run every 60 days.
County Offices shall annually publicize AFIDA reporting requirements in local news media and County Office newsletter. In addition, real estate, agencies, real estate attorneys, and mortgage lenders in the county shall be periodically reminded of AFIDA reporting requirements. 1-AFIDA, paragraph 7. Article included in January newsletter information provided by State Office.
County Office shall publicize all significant information regarding Payment Limitation as required by 1-PL (Rev.1), paragraph 35.